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A Dublin Core Application Profile and Controlled Vocabulary for the Manchester Public Library's Website

The Manchester Public Library (MPL) houses basic information about the library's hours, location, and meeting rooms as well as a few brief subject guides. There are no collections located on the MPL website as the catalog is an external site with its own search engine and structure.

Because the MPL site does not house a collection, we were forced to consider how to apply Dublin Core elements and principles to a basic website's content. We considered some questions like "what do the curators of this site need to see in the metadata file?" and "what metadata will help the users find information?" Since this metadata file will likely only be "seen" by search algorithms and library employees, the rules for use that govern digital library and archive DC profiles are not efficient for the MPL website's needs.

The best way to help users locate information is through the inclusion of keywords linked to a curated Thesaurus. Our controlled vocabulary and related thesaurus aims to describe and organize the MPL website's information into concise groups of related content. Below, there is a linked index and detailed thesaurus of terms that will be used to connect and locate information on the MPL website. Some terms also have scope notes to clarify proper use.

Library employees, however, have more nuanced concerns. They are probably familiar with what content is housed on the site and how it is structured. When updating the site, employees have questions such as "when was this page created?" and "who worked on this page most recently?" To help both groups, we have specified usage requirements for the Dublin Core elements below with these concerns in mind. You will find a space for keywords that aid finding via a search algorithm. However, you will also find elements such as the Editor field that indicate to the viewer which employee last updated the page. This way, if the employee viewing the metadata record has any questions about the page, he or she can determine who to ask.

Along with requirements for use of the Dublin Core elements (Figure 1), we have included some examples (Figures 2 and 3) to help illustrate our vision for implementing this profile.

Figure 1: DC Application Profile

Element Name	Is it Required	Is it Repeatable	Type of Metadata	Description and Usage
Title	Yes	No	Descriptive	This field is for the title/header of webpage, (i.e. About Us)
Creator	Yes	Yes	Administrative/ Descriptive	Creator of the webpage, represented by an Employee ID or full name and organization if not a library employee.
Subject	No	Yes	Descriptive	Optional field, indicating which collection this page belongs to, based on site structure (i.e., Kids and Teens, Genealogy, Research, etc).
Description	Yes	Yes	Descriptive	Defines intended scope and content of page so future contributors stay within the original vision of the page.
Editor	Yes	Yes	Administrative	This field is repeatable and may often have multiple entries. Will indicate the most recent employee to update the metadata file. This can have the same value as Creator field but may be different depending on last update. Repeatable in case more than two or more employees collaborated. Each employee listed should have their own entry.
Publisher	Yes	Yes	Descriptive	Publisher of the webpage; company or organization name (i.e. Manchester Public Library).
Contributor	No	Yes	Administrative	List of professionals who helped compile resources. Mostly librarians who compiled subject guides so they may be consulted in the case of an update. Each employee listed should have

				their own entry.
Date	Yes	Yes	Administrative	<p>There should be at least one date in each file. Rules for subsequent dates below. The top/first date indicates when the webpage and metadata file was created. This top date is permanent.</p> <p>The second/bottom date is to keep track of updates to the page and metadata file. There should be only one creation date but each modification will add a new date, creating a record of updates and modifications in case there is ever a question about when or how an aspect of the page changed.</p>
Type	Yes	Yes	Descriptive	This field is used to classify the type of content on each page (i.e. subject guide, calendar, news, etc).
Format	No	Yes	Administrative	This field lists any technical information related to content such as videos or audio files on the page.
Identifier	Yes	No	Administrative	Identifiers are used to mark webpage's place in site structure. Each page is given an identifier unique to that page. (for the sake of the examples below, identifiers have been assigned based on the site structure redesign blueprint.)
Source	No	Yes	Descriptive	In this field, users will list any sources from which page content was derived.
Language	Yes	Yes	Descriptive	Lists all language/s used on the page.
Relation	No	Yes	Structural	Used to link related content or content in a hierarchy. See example 2.
Coverage	Yes	Yes	Descriptive	Coverage is used to describe

				physical location where the content originated or refers to. Most pages are expected to use Manchester, Iowa as "Coverage" location.
Rights	Yes	Yes	Administrative	site copyright information
Keywords	Yes	Yes	Descriptive	Terms from the Thesaurus will be used in the Keyword field to aid finding. Each Keyword gets its own field. See Thesaurus for more.

Figure 2: Example 1

Title	Book Talk
Creator	123456 (example of employee ID#); OR Jane Doe, Company Name
Subject	Collections
Description	This page provides a space for patrons to submit their own book reviews or opinions on a particular title. There is a field for the title, author, and reader comments. This form is and will remain anonymous for patron protection.
Editor	123456 (example of employee ID#); OR Jane Doe, Company Name
Publisher	Manchester Public Library
Contributor	111111 (employee ID#)
Contributor	222222
Contributor	333333
Date	12-04-2012
Date	11-03-2016
Type	Online Form
Format	webform
Identifier	C7
Language	English
Coverage	Manchester, Iowa
Rights	Copyright © 2016 by Manchester Public Library All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.
Keywords	Book Reviews
Keywords	Patrons
Keywords	Community Resources

Figure 3: Example 2

Title	For Teens
Creator	123456 (example of employee ID#); OR Jane Doe, Company Name
Subject	Use Our Library
Description	A subject guide for teenage and young adult readers. This page contains links to further resources for this user group.
Editor	123456 (example of employee ID#); OR Jane Doe, Company Name
Publisher	Manchester Public Library
Contributor	111111 (employee ID#)
Date	06-17-2006
Date	12-04-2012
Date	11-03-2016
Type	Subject Guide
Identifier	C9
Language	English
Relation	Kids & Teens
Coverage	Manchester, Iowa
Rights	Copyright © 2016 by Manchester Public Library All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.
Keywords	Teen Fiction
Keywords	Young Adult
Keywords	Teens

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Thesaurus

Accelerated Reader

NP: N/A

BT: [Children's Books](#)

NT: N/A

RT: N/A

Scope Note: Refers to the program and points system of children's books.

Accessibility

NP: N/A

BT: N/A

NT: [Online Access](#), [Wireless](#), [Special Needs](#), [Wheelchair Access](#), [Assistive Technologies](#), [Handicapped Parking](#)

RT: Open Access

Scope Note: Accessibility refers to any materials that aid library and information access including internet access, technologies for disabled users, and library access for disabled patrons.

Address

NP: Location

BT: N/A

NT: [Map](#), [Directions](#)

RT: N/A

Administration

NP: N/A

BT: [Library Staff](#)

NT: [Board of Trustees](#)

RT: N/A

Scope Note: The groups and individuals in charge of running the library and related programs.

Ask a Librarian

NP: N/A

BT: [Library](#)

NT: N/A

RT: [Research](#)

Scope Note: Refers to a digital space for patrons to ask library staff research and information questions.

Assistive Technologies

NP: N/A

BT: [Accessibility](#)

NT: N/A

RT: N/A

Scope Note: Assistive technologies refer to applications and devices that aim to give physically or mentally disabled patrons access to library tools and resources.

Audiobooks

NP: N/A

BT: [Digital Media](#)

NT: N/A

RT: [eBooks](#)

Bedtime Stories

NP: N/A

BT: [Children's Books](#)

NT: N/A

RT: N/A

Board of Trustees

NP: N/A

BT: [Library Staff](#)

NT: N/A

RT: N/A

Book Reviews

NP: N/A

BT: N/A

NT: [Book Talk](#), [Reader's Advisory Service](#)

RT: N/A

Book Talk

NP: N/A

BT: [Book Reviews](#)

NT: N/A

RT: N/A

Scope Note: Refers to the digital space provided by the Manchester Public Library for patrons to anonymously submit reviews and opinions on titles within the collection.

Calendar

NP: N/A

BT: [Events](#)

NT: N/A

RT: N/A

Catalog

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Children's Books

NP: N/A

BT: N/A

NT: [Bedtime Stories](#), [Children's Nonfiction](#), [Picture Books](#), [Accelerated Reader](#)

RT: N/A

Children's Nonfiction

NP: Children's non-fiction

BT: [Children's Books](#)

NT: N/A

RT: N/A

City of Manchester

NP: N/A

BT: [lowa](#)

NT: N/A

RT: N/A

Community Resources

NP: N/A

BT: N/A

NT: N/A

RT: [Friends of the Library](#)

Scope Note: Includes

Databases

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Digital Media

NP: N/A

BT: N/A

NT: [Hoopla](#), [Freegal Music](#), [Audiobooks](#), [Streaming](#), [OverDrive](#), [Movies](#), [Music](#), [iPad](#), [eBooks](#)

RT: [Social Media](#), [Downloads](#)

Scope Note: Includes books, movies, music, and other content that is provided via a digital medium.

Directions

NP: N/A

BT: [Address](#)

NT: N/A

RT: N/A

Directory

NP: N/A

BT: [Library Staff](#)

NT: N/A

RT: N/A

Scope Note: An alphabetized list of library staff and related entities.

Downloads

NP: N/A

BT: N/A

NT: N/A

RT: [Digital Media](#)

Scope Note: Digital content that patrons can save to their personal devices.

eBooks

NP: N/A

BT: [Digital Media](#)

NT: [Kindle](#), [Nook](#), [iBooks](#)

RT: [Audiobooks](#), [Hoopla](#), [OverDrive](#)

Endowment

NP: N/A
BT: N/A
NT: N/A
RT: N/A

Events

NP: N/A
BT: N/A
NT: [Schedule](#), [Calendar](#), [Story Times](#)
RT: [Facebook](#)

Facebook

NP: N/A
BT: [Events](#)
NT: N/A
RT: [Events](#)

Scope Note: Facebook refers to the The Manchester Public Library Facebook page which it used to advertise events at the library as well as connect to patrons and get feedback.

Faxing Service

NP: N/A
BT: N/A
NT: N/A
RT: N/A

Finding Aid

NP: N/A
BT: [Research](#)
NT: N/A
RT: N/A

Freegal Music

NP: N/A
BT: [Digital Media](#)
NT: N/A
RT: N/A

Friends of the Library

NP: N/A

BT: N/A

NT: N/A

RT: [Community Resources](#)

Genealogy Room

NP: N/A

BT: [Meeting Rooms](#)

NT: N/A

RT: [Genealogy](#)

Genealogy

NP: Family Research, Family History

BT: [Research](#)

NT: N/A

RT: [Genealogy Room](#)

Genres

NP: N/A

BT: N/A

NT: [Nonfiction](#), [Western](#), [Mystery](#), [Romance](#), [Science Fiction](#), [Historical Fiction](#), [Young Adult](#)

RT: N/A

Handicapped Parking

NP: N/A

BT: [Accessibility](#)

NT: N/A

RT: [Wheelchair Access](#)

Historical Fiction

NP: N/A

BT: [Genres](#)

NT: N/A

RT: N/A

Hoopla

NP: N/A

BT: [Digital Media](#)
NT: N/A
RT: [eBooks](#)

Hours

NP: N/A
BT: Library
NT: N/A
RT: N/A

iBooks

NP: N/A
BT: [Digital Media](#), [eBooks](#)
NT: N/A
RT: N/A

iPad

NP: N/A
BT: [Digital Media](#)
NT: N/A
RT: [iBooks](#)

Instagram

NP: N/A
BT: [Social Media](#)
NT: N/A
RT: N/A

Iowa

NP: N/A
BT: N/A
NT: [City of Manchester](#), [Iowa Authors](#), [Iowa Books](#), [Iowa Heritage Project](#), [Iowa Locator](#), [Iowa Newspaper](#), [Iowa Nonfiction](#), [Iowa Publication](#)
RT: N/A

Iowa Authors

NP: N/A
BT: [Iowa](#)
NT: N/A
RT: N/A

Iowa Books

NP: N/A

BT: [Iowa](#)

NT: N/A

RT: N/A

Iowa Heritage Project

NP: N/A

BT: [Iowa](#)

NT: N/A

RT: N/A

Scope Note: A repository of information pertaining to Iowa history, maintained by the State Library of Iowa.

Iowa Locator

NP: N/A

BT: [Iowa](#)

NT: N/A

RT: N/A

Scope Note: A network of libraries that share and identify items in their collections via a collaborative catalog.

Iowa Newspaper

NP: N/A

BT: [Iowa](#)

NT: N/A

RT: N/A

Iowa Nonfiction

NP: [Iowa Nonfiction](#)

BT: [Iowa](#)

NT: N/A

RT: N/A

Iowa Publication

NP: N/A

BT: [Iowa](#)

NT: N/A

RT: N/A

Iowa Room

NP: N/A

BT: [Meeting Rooms](#)

NT: N/A

RT: N/A

Scope Note: Refers to the meeting room in the Manchester Public Library.

Kindle

NP: N/A

BT: [Digital Media](#)

NT: N/A

RT: N/A

Library

NP: N/A

BT: N/A

NT: [Library Card](#), [Library Policies](#), [Library Services](#), [Hours](#), [Patrons](#), [Ask a Librarian](#), [Reserve](#), [Reference](#), [Databases](#), [Catalog](#)

RT: N/A

Library Card

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Library Policies

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Library Services

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Library Staff

NP: N/A

BT: N/A

NT: [Staff Picks](#), [Directory](#), [Administration](#), [Board of Trustees](#)

RT: N/A

Map

NP: N/A

BT: [Address](#)

NT: N/A

RT: N/A

Meeting Rooms

NP: N/A

BT: [Library](#)

NT: [Genealogy Room](#), [RitaMae Boge Memorial Room](#), [Iowa Room](#)

RT: N/A

Movies

NP: N/A

BT: [Digital Media](#)

NT: [Hoopla](#)

RT: N/A

Music

NP: N/A

BT: [Digital Media](#)

NT: [Freegal Music](#)

RT: N/A

Mystery

NP: N/A

BT: [Genres](#)

NT: N/A

RT: N/A

Nonfiction

NP: Non-fiction

BT: [Genres](#)

NT: N/A
RT: N/A

Nook

NP: N/A
BT: [Digital Media](#)
NT: N/A
RT: [eBooks](#)

Online Access

NP: N/A
BT: [Accessibility](#)
NT: N/A
RT: [Wireless](#)

Open Access

NP: N/A
BT: N/A
NT: N/A
RT: [Accessibility](#)

Scope Note: Open Access refers to materials that are published and available to the public for free, requiring no fee to access.

OverDrive

NP: N/A
BT: [Digital Media](#)
NT: N/A
RT: [eBooks](#)

Patrons

NP: N/A
BT: [Library](#)
NT: N/A
RT: N/A

Picture Books

NP: N/A
BT: [Children's Books](#)
NT: N/A

RT: N/A

Reader's Advisory Service

NP: N/A

BT: [Book Reviews](#)

NT: N/A

RT: N/A

Scope Note: A network of readers who provide reviews and book recommendations to patrons.

Reference

NP: N/A

BT: [Library](#)

NT: [Databases](#)

RT: [Ask A Librarian](#)

Research

NP: N/A

BT: N/A

NT: [Genealogy](#), [Subject Guides](#), [Finding Aid](#)

RT: N/A

Reserve

NP: N/A

BT: [Library](#)

NT: N/A

RT: N/A

Scope Note: Referring to the act of reserving a book for check out.

RitaMae Boge Memorial Room

NP: N/A

BT: [Meeting Rooms](#)

NT: N/A

RT: N/A

Romance

NP: N/A

BT: [Genres](#)

NT: N/A

RT: N/A

Schedule

NP: N/A

BT: [Events](#)

NT: N/A

RT: N/A

Science Fiction

NP: N/A

BT: [Genres](#)

NT: N/A

RT: N/A

Social Media

NP: N/A

BT: N/A

NT: [Instagram](#), [Facebook](#)

RT: [Digital Media](#)

Special Needs

NP: N/A

BT: [Accessibility](#)

NT: N/A

RT: N/A

Scope Note: Information regarding information access for individuals who may have special needs, including but not limited to disabled patrons.

Staff Picks

NP: N/A

BT: [Library Staff](#)

NT: N/A

RT: N/A

Story Times

NP: N/A

BT: [Events](#)

NT: N/A

RT: [Children's Books](#)

Streaming

NP: N/A

BT: [Digital Media](#)

NT: N/A

RT: N/A

Subject Guides

NP: N/A

BT: [Research](#)

NT: N/A

RT: N/A

Western

NP: N/A

BT: [Genres](#)

NT: N/A

RT: N/A

Wheelchair Access

NP: N/A

BT: [Accessibility](#)

NT: N/A

RT: [Handicapped Parking](#)

Wireless

NP: N/A

BT: [Accessibility](#)

NT: N/A

RT: [Online Access](#)

Young Adult

NP: Teen Fiction

BT: [Genres](#)

NT: N/A

RT: N/A